



WITS BASICS

*WITS Basics User
Guide: System
Overview*

WITS

FEi Systems

3/3/2015

Introduction

This guide has been designed as a basic reference for use when exploring the WITS Electronic Health Record System. Topics covered in this guide include basic navigation features, system conventions, screen formations, hints, and login information.

Intended Audience

This user guide has been prepared for all WITS users.

Note: System Requirements

WITS is compatible with up-to-date versions of most modern browsers such as, Internet Explorer version 10+, Firefox, Google Chrome, and Safari.

All browsers require Silverlight plug-in for WITS Scheduler.

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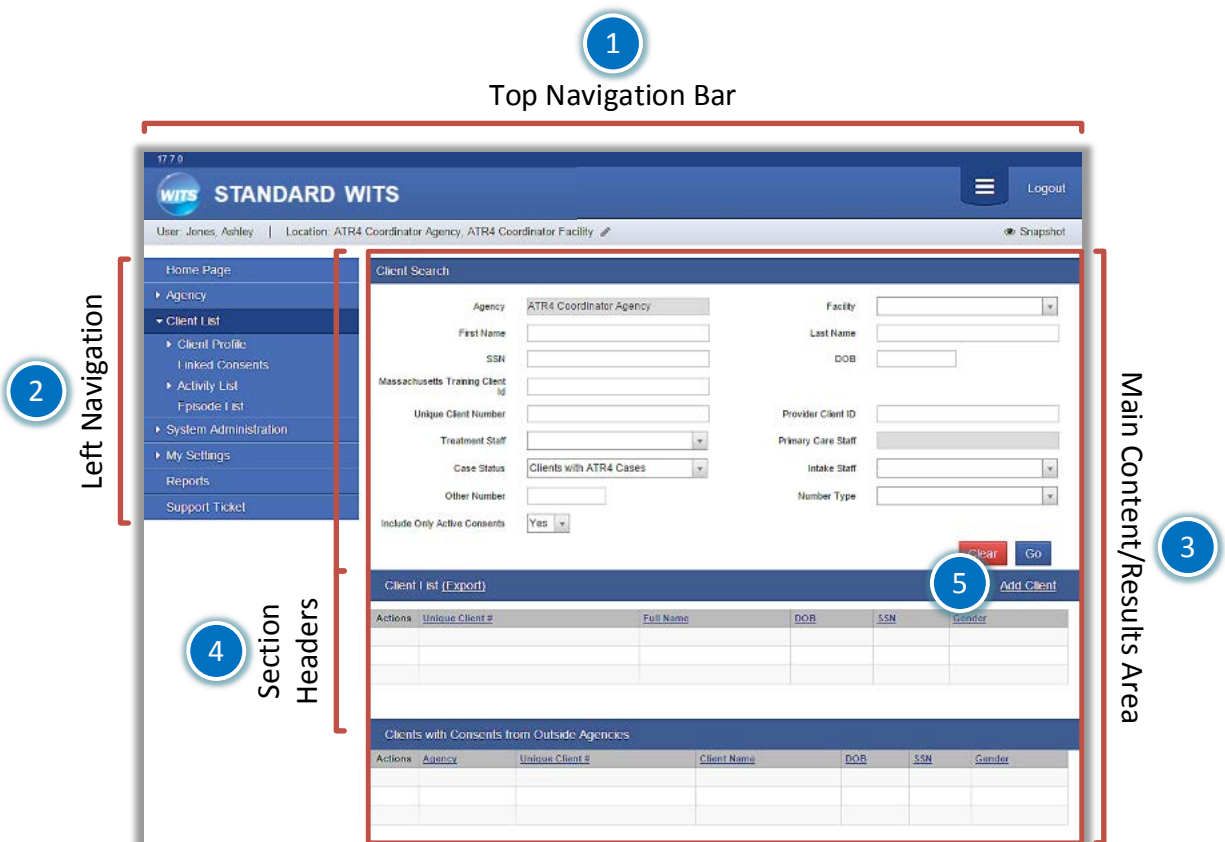
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Section 1. WITS Basics

User Interface





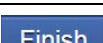




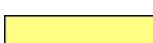



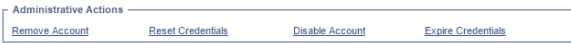



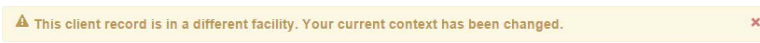
WITS is a sophisticated system designed to accommodate many types of users and staff. In fact, WITS can be customized by any system administrator to create staff accounts with user-specific access and permissions. This translates into a personalized WITS interface whereby the end-user will only have access to the modules, screens, and functions that have been assigned to them.

As a result of the personalized user interface, end-users will not be distracted by additional screens, modules, or functionality that often can reduce productivity and make an interface less user-friendly. To get the maximum use out of the WITS system, the user should be aware of the following interface features and navigation, including:



1. **Top Navigation Bar:** This area contains information that helps the user know his/her current context in the system, which includes:
 - a. **User:** the Person currently logged into the system
 - b. **Location:** the Agency and Facility currently selected
2. **Left Navigation:** WITS has been designed to follow common behavioral health service workflows. As a result, when using the left navigation (menu), you will immediately note that most of the modules and screens have been logically organized in a manner that makes sense to many Clinical staff, Case managers, and Administrators.

3. **Main Content/Results Area:** The main area of the screen will constantly change as you progress through your workflow. Typically you will first see either of these sections:
 - a. **Search:** for finding information already entered, or
 - b. **Profile:** for entering new data
4. **Section Headers:** WITS often contains screens that are comprised of several sections. Typical headers indicate **Search**, **List** and **Profile** (or entry) sections of screens. These section headers are always dark blue and may contain actions such as “**Add**” or “**Export**”. If you are in the context of a client, a section header will also display the client name, unique client number from WITS (UCN), and case if you are within the activity list.
5. **Function Links:** If the screen allows you to perform certain functions, such as “**Add**” or “**Export**”, the functions appear as underlined links. A “hand” will also appear when your cursor floats over the action item, reminding you that you can “click”.

| Action Buttons | | Data Fields | |
|---|---|---|---|
|  | Cancels the current action and returns to the previous screen |  | Mandatory field: MUST have data in order to save record |
|  | Saves data entered and remains on the current screen |  | Read only: system generated field, for display only and cannot be edited |
|  | Saves data entered and returns to the section start page |  | Discretionary field: will not affect completion or saving of record |
|  | Navigate through the screens in each section (left and right arrow buttons) |  | Missing Required field: enter data before Save or Finish |
|  | Clears all criteria from the search tools when present |  | Required for State Reporting: record may be saved but will not be complete |
|  | Run the search tool using the criteria entered | | |
|  | Move data from one choice box to another (mover buttons) | | |
| Action Links | | | |
|  | | Clicking on a column heading will reorganize the table alphanumerically from 1-Z and then Z-1 | |
|  | | Administrative Actions | |
|  | | On list screens, hover over the Actions pencil icon to quickly select from associated screens | |
| System Notifications | | | |
|  | | Error: WITS will not allow you to move forward until you have addressed the error stated | |
|  | | Informational Message: Informs users that something has occurred | |
|  | | Warning: Data has been entered which falls outside of a certain parameter. The record can be updated, but you have been warned | |

Screen Formats

WITS has three basic types of screens: **Search**, **List**, and **Profile**.

Search

Search screens allow you to search for items that have already been entered into the system. The more information entered in the search fields, the more restrictive the search. Search screens are identified with the “Go” and “Clear” buttons. **Go** initiates the search, and **Clear** will clear all search criteria.

Client Search

Agency: Capitol Region Mental Health Center

Facility: CRMHC

First Name:

Last Name:

SSN:

DOB:

Connecticut-WITS Training Client Id:

MPI:

Unique Client Number:

Provider Client ID:

Treatment Staff:

Primary Care Staff:

Case Status: All Clients

Intake Staff:

Other Number:

Number Type:

Include Only Active Consents: Yes

Clear Go

Lists

A search will result in a populated list, with columns showing various data elements. All lists are sortable by clicking on the column header.

- Many lists have an “**Actions**” column offering functions that can be applied to a selection from the list.
- In addition, many lists have an “**Export**” feature, allowing you to export data on the list into an excel spreadsheet. Exports are great alternatives to reports.

Client List (Export) Add Client

| Actions | Unique Client # | MPI | Full Name | DOB | SSN | Gender |
|---------|-----------------|--------|---------------------|-----------|-------------|--------|
| | M249988BA876120 | 300262 | Abromovich, Jan | 2/24/1970 | 887-77-7889 | Female |
| | F119088CA998100 | 300419 | activity date, test | 1/1/1980 | 555-47-9898 | Female |
| | F169742LA358120 | 300076 | Alday, Sharon | 1/26/1987 | 123-45-5432 | Female |

Profile

Profiles display the main content area for data entry. Profile screens are identified with the “**Save**”, “**Cancel**”, or “**Finish**” buttons. **Cancel** returns to the prior screen or list without saving. **Save** will check

any business rules associated with the screen before saving the data, and will keep the user on the current screen. **Finish** will save the data and return the user to the previous list screen.

Profile

Prefix

First Name

Middle Name

Last Name

Suffix

Gender

DOB

SSN

Unique Client Number

MPI

Record Created By

Last Updated By

Created Date

Last Updated Date

Date of Death

Access Category

Full Access

Has paper file

Yes

Administrative Actions

Download c32

View c32

Cancel

Save

Finish

Additional Information

Ethnicity

Not Hispanic or Latino

Races

Asian

Native Hawaiian or Other Pacific Islander

White

American Indian

Unknown

Selected Races

Black or African American

Special Needs

Wheelchair Accessible

Interpreter

None

No Response

Selected Special Needs

Advanced Directives

Allow Natural Death

Do Not Intubate

Do Not Resuscitate

Living Will

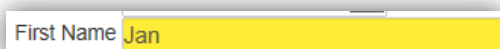
Effective Date

5/28/2014

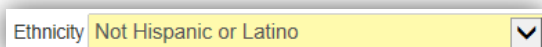
Selected Advanced Directives

Data Entry Tips

WITS uses colors on certain fields to indicate whether they are required, or read only:

The image shows a text input field labeled "First Name" with the text "Jan" entered. The background of the input field is a solid dark yellow.

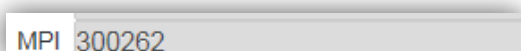
A dark yellow field is required and must be filled in before saving. An error message will appear if field is empty.

The image shows a dropdown menu labeled "Ethnicity" with the text "Not Hispanic or Latino" selected. The background of the dropdown is a solid light yellow.

A light yellow field is required by business rules. The record can be saved without entering it, but may need to be filled in later.

The image shows a text input field labeled "Date of Death" with a calendar icon to its right. The background of the input field is white.

A white field is not required, and entry is optional.

The image shows a text input field labeled "MPI" with the text "300262" entered. The background of the input field is a solid gray.

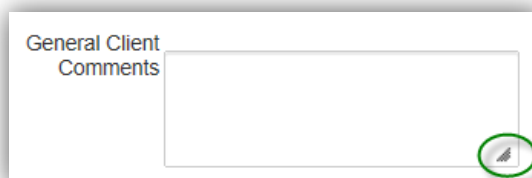
A gray field is filled by the system and is read only; it cannot be edited. It might display information entered in another screen.

WITS also has a variety of different entry field types:

Textbox

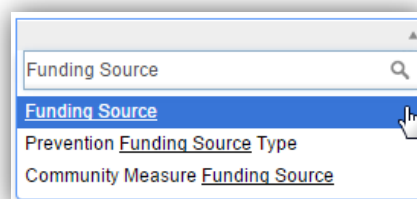
Textboxes allow the user to enter data manually. Some text boxes have specific formats that need to be entered, such as:

- Date fields, which requires M/D/YY or M-D-YY format (Years can be entered as a 2 or 4 digit year, but will be converted to a 4 digit year when saved).
- SSN and Phone Number fields, which require numbers, although dashes are optional and are added automatically when saved.
- Larger text boxes will expand if you pull the lower right corner with your mouse:

The image shows a text input field labeled "General Client Comments". A green circle highlights the lower right corner of the text box, indicating that it can be expanded by pulling the corner with a mouse.

Dropdown Menu

A Dropdown Menu is used when only one entry may be selected from a list of values. Typically, these values are controlled by your administrator.

The image shows a dropdown menu labeled "Funding Source". The menu is open, displaying a list of options: "Funding Source", "Prevention Funding Source Type", and "Community Measure Funding Source". A mouse cursor is pointing at the "Funding Source" option.

Mover Box

A mover box is used when more than one entry may be selected from a list of values. To choose multiple values from the list, hold down the control key as you click the values from the left side, and then click the > button to move the values to the right. To remove values from the selected list, click on the value(s) on the right that you want to remove and click the < button to move them left.

The screenshot shows a 'Mover Box' interface. On the left, under the heading 'Races', is a list of options: 'Asian', 'Native Hawaiian or Other Pacific Islander', 'White', 'American Indian', and 'Unknown'. To the right of this list are two buttons: an upward arrow and a right-pointing arrow (>). In the center, there are two more buttons: a downward arrow and a left-pointing arrow (<). On the right side, under the heading 'Selected Races', is a yellow box containing the text 'Black or African American'.

Mover Box with a Condition

In some cases, you may be asked to provide a condition (such as a date) to go along with the value you choose. Make sure to enter the appropriate date for each selected value.

The screenshot shows a 'Mover Box' interface for 'Advanced Directives'. On the left, under the heading 'Advanced Directives', is a list of options: 'Do Not Intubate' and 'Living Will'. To the right of this list is a button with a right-pointing arrow (>). In the center, there is a text field labeled 'Effective Date' containing the date '5/4/2014', followed by a calendar icon and a button with a left-pointing arrow (<). On the right side, under the heading 'Selected Advanced Directives', is a box containing two entries: 'Allow Natural Death (5/28/2014)' and 'Do Not Resuscitate (5/4/2014)'.

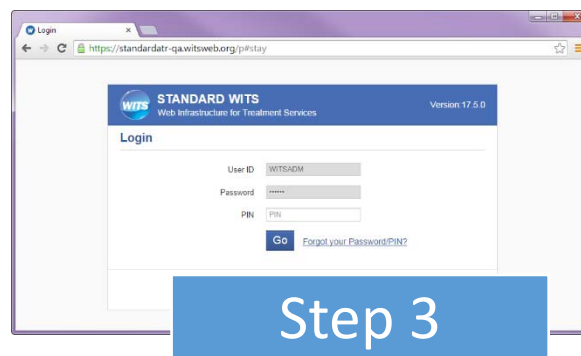
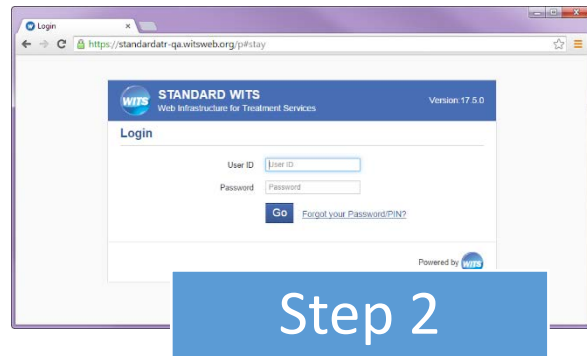
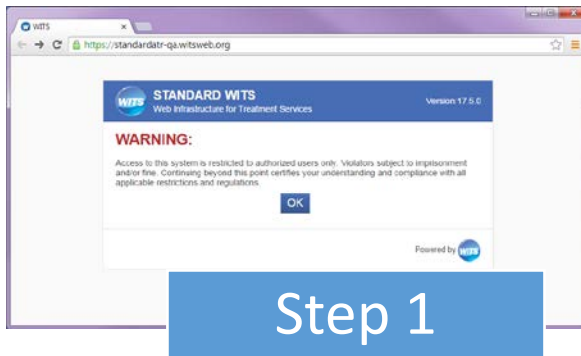
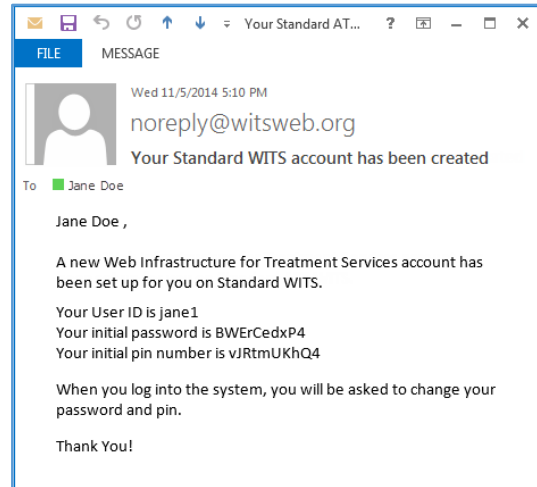
Section 2. Logging into WITS



Where: Internet Browser > WITS Login Screen

If this is your first time logging in, be sure to have your **Temporary Password** and **PIN** sent to your email by your system administrator. For returning users, complete steps 1-3 and skip 2a and 2b.

1. To login, open your browser then enter the **URL** of your **WITS** system.
2. Type in your **User ID** and **Password**, then click **Go**.
 - a. *First time logging in:* enter your **Temporary Password** and **PIN** with your **new Password** and **PIN**. Click **Save**.
 - b. *First time logging in:* Choose a Security Question from the dropdown box, type your answer, then click **Save**.
3. Enter your **PIN**, then click **Go**.



Note: First Time Logging In

If this is your first time logging in or if your credentials (i.e. password and pin) are expired, the system will show another screen to allow you to enter a new Password and Pin. Be sure to pick a Password and Pin that you can memorize and which is secure.

Password and PIN must be at least 6 characters long and include at least 1 number.

As part of the system's security features, you may be asked to reset your Password and PIN every few months. In addition, if you enter in a wrong Password and/or PIN multiple times, your account may be disabled. Contact your system administrator if this occurs.

STANDARD WITS
Web Infrastructure for Treatment Services
Version 17.7.0

Please change your password and PIN.

Change Your Password and Pin

Current Password
New Password
Confirm New Password

Current PIN
New PIN
Confirm New PIN

Web Infrastructure

Step 2a

STANDARD WITS
Web Infrastructure for Treatment Services
Version 17.7.0

Password Successfully Changed.

PIN Successfully Changed.

Change Your Security Question

Choose a Security Question
Security Question
Security Answer

Save

Web Infrastructure

Step 2b

Security and Logging Out

To logout of WITS, click **Logout** located in the upper right corner.

17.7.0

STANDARD WITS

User: Jones, Ashley | Location: Administrative Agency, Administrative Unit

Snapshot

Home Page | Agency Staff Search

Logout

To ensure security, WITS will automatically lock an account if left open on one computer and then a different computer is used to log in. To prevent this issue, always remember to log out at the end of the day and anytime the computer is unattended.

Password and pins are not stored in the database and there is no way to retrieve them. If either of these codes is forgotten, your credentials will need to be re-set which will generate a new, "No-reply" email with temporary password and pin and you will have to re-do your password and pin. The training password and pin never have to change, but the production site passwords and pins are changed every 60 days.

Changing Facilities



Where: *My Settings > Change Facility*

The **Change Facility** screen is used to change the agency/facility you are currently logged into, or for an administrator or staff member who has been assigned to multiple agencies/facilities.

There are two ways to access the Change Facility screen:

- From the left menu, click **My Settings**, then select **Change Facility**,
- Or, from the top navigation, click on your current **Location** to open the Change Facility screen

Once on the Change Facility screen, click on the **New Agency** and/or **New Facility** dropdown menus and select from your assigned agencies and/or facilities, then click **Go**.

Tip: Check the top of your screen to make sure that “**Location:**” is displaying the desired location you have selected.

17.7.0

STANDARD WITS Logout

User: Jones, Ashley | Location: Administrative Agency, Administrative Unit Snapshot

Home Page

Change Facility

Current Agency: Administrative Agency

Current Facility: Administrative Unit

New Agency: Administrative Agency

New Facility: Administrative Unit

Cancel Go

17.7.0

STANDARD WITS Logout

User: Jones, Ashley | Location: Administrative Agency, Administrative Unit Snapshot

Home Page

Home

Announcements

| Actions | Summary | Posted Date | Start Date | Priority |
|---------|---------|-------------|------------|----------|
| | | | | |
| | | | | |

Section 3. Searching and Entering Client Profiles



Where: *Client List* > *Client Profile*

Before creating a new client record, search for your client to make sure the client is not already in WITS.

Search for a Client

To search for a client, click on the **Client List** link in the left navigation menu. A blank Client List screen will appear. WITS will search on any fields you fill in, once you click on **Go** (or a full client list will be returned if fields are not filled in). The more fields you enter, the fewer records the system will return. Try to use unique information, such as birthdates or social security numbers, if possible.

You can also enter a partial name (or other field) with the use of an asterisk (*). This is called a wild card search.

To search for a name (or other field) that **begins** with a letter or number, enter the beginning of the text (e.g. "Smit") and then an asterisk (e.g., "Smit*"). This will display "Smith", "Smitty", "Smithson", or any entry that begins with "Smit".

To search for a name (or other field) that **contains** a letter or number, enter an asterisk (*), then any part of the letter or number (e.g. "123-45-6789"), and end with another asterisk (*). For example, "*6789*" will display any entry with "123-45-6789" in the field.

To search an existing client, conduct the following steps:

1. On the navigation menu, click **Client**.
2. Use any search parameter on the Client Search (see below) to limit the search for the client you are looking for.
3. Click **Go**.
4. Once you find the right person, pull up the profile by clicking on **Profile** next to their name under the Actions column.

To search an existing TDS client, conduct the following steps:

1. On the navigation menu, click **Client**.
2. Use either of the following Search Fields:
 - a. **Last Name:** This will contain the TDS client number
 - b. **First Name:** Enter “TDS”
 - c. **SSN:** Enter the entire SSN or last 4 digits of the SSN
 - d. **DOB:** Enter the client’s Date of Birth
3. Click **Go**.
4. Once you find the right person, pull up the profile by clicking on **Profile** next to their name under the Actions column.

NOTE: The TDS Number will be the client’s last name in the WITS System, so you can use the **last name** field to search for the TDS number in the **Client Search** screen. Once you have found the client, copy and paste the TDS client number from the **last name** field into the **Provider Client ID** field. This will allow the user to keep the TDS number associated with the client’s profile in WITS as well as allow the user to enter the actual last name of the client.

17.14.0

Maine-WITS Training

User: Schnoor, Kory | Location: Training Agency A, Training Facility A

Home Page

- State Waitlist
- Agency
- Group List
- Clinical Dashboard
- Client List
 - Client Profile
 - Alternate Names
 - Additional Information
 - Contact Info
 - Collateral Contacts
 - Other Numbers
 - History
 - Allergies
 - Linked Consents
 - Non-Episode Contact
 - Activity List
 - Episode List

Profile

First Name: Client

Middle Name:

Last Name: 456789

Gender: 01-Male

DOB: 5/7/77

SSN: 5623

Provider Client ID: 456789

Unique Client Number:

State Client ID:

Record Created By:

Last Updated By:

Created Date:

Last Updated Date:

Driver's License:

Consent Decree? Yes

Has paper file: Yes

Administrative Actions

Cancel Save Finish

If you do not find your client, you can create a new one.

Add a New Client

To add a client, make sure that you are in the client list screen by clicking on the **Client List** link in the left hand navigation menu.

1. From the **Client List** screen, click on the **Add Client** link. The client profile screen will then appear.
2. In the **Client Profile** screen, enter in the client information including **First Name**, **Last Name**, **Gender**, **DOB**, **SSN** and **Consent Decree**.
3. To complete your entry, click **Finish** and the client record will be created.

17.11.0

Maine-WITS Training

User: Obrien, Kate
Location: Test Provider Agency, Facility 1

Generate Report
Snapshot

Home Page
State Waitlist
Agency
Group List
Clinical Dashboard
Client List

Client Profile
Alternate Names
Additional Information
Contact Info
Collateral Contacts
Other Numbers
History
Allergies
Linked Consents
Non-Episode Contact
Activity List
Episode List

System Administration
My Settings
Reports
Support Ticket

Profile

First Name
Middle Name
Last Name
Gender
DOB
SSN

Provider Client ID
Unique Client Number
State Client ID
Record Created By
Last Updated By
Created Date
Last Updated Date

Driver's License

Consent Decree?
Has paper file

Administrative Actions

Cancel
Save
Finish

Alternate Names

| Actions | Last Name | First Name | Middle Name | Client Alias Type |
|---------|-----------|------------|-------------|-------------------|
| | | | | |
| | | | | |
| | | | | |

Addresses

| Actions | Address Type | Address | Confidential | Created | Updated |
|---------|--------------|---------|--------------|---------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

- If you would like to add optional client profile information including **Alternate Names**, **Additional Information**, **Contact Info**, **Collateral Contacts**, **Other Numbers**, and **Allergies** click on the **right arrow**.
- When you click on the **right arrow** button, the **Alternate Names** screen shows up.
- If you click on **Add Alternate Name** link, the bottom half of the screen becomes editable. Fill in the **First Name**, **Last Name** and **Middle Name**.
- When complete, click **Save**. The names now show up in the table on top of the screen.

Tip: The unique Client ID is created based on the client name, DOB and SSN. It is important that the client information is entered properly the first time, as this will help to avoid duplicate entry of clients in the future.

Wits Basics User Guide: System Overview

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The screenshot shows the 'Maine-WITS Training' interface. At the top, it displays the version '17.7.0' and the user 'User: Jones, Ashley'. The location is 'ATR4 Coordinator Agency, ATR4 Coordinator Facility'. There are links for 'Generate Report' and 'Snapshot'. The client information bar shows 'Client: Doe, John | P902188RG881433' and a 'Clear Client' button. The left sidebar contains a navigation menu with 'Home Page', 'Agency', 'Client List', and 'Client Profile' (which is expanded to show 'Alternate Names', 'Additional Information', 'Contact Info', 'Collateral Contacts', 'Other Numbers', and 'History'). The main content area is titled 'Alternate Names' and contains a table with columns: 'Actions', 'Last Name', 'First Name', 'Middle Name', and 'Client Alias Type'. Below the table is an 'Add Alternate Name' button. At the bottom, there are input fields for 'First Name', 'Last Name', 'Middle Name', and 'Client Alias Type', along with 'Cancel', 'Save', 'Finish', and navigation arrows.

| Actions | Last Name | First Name | Middle Name | Client Alias Type |
|---------|-----------|------------|-------------|-------------------|
| | | | | |
| | | | | |

Buttons: Cancel, Save, Finish, ←, →

8. Click on the **right arrow** button to continue entering client information.

Tip: The client's nickname or street name may be entered here. You will be able to use this alternate name to search for this client on the Client List screen.

9. When you click on the **right arrow** button, the **Additional Information** screen shows up.
10. Select a **Race** from the mover box and click on the **mover button** to move it to the **Selected Races** box.
11. You can fill in other details on the screen such as **Ethnicity, Tribe, Special Needs**, etc.
12. When complete, click **Save** or **Finish**. The names now show up in the table on top of the screen.

17.11.0

WITS Maine-WITS Training Logout

User: Obrien, Kate | Location: Test Provider Agency, Facility 1 Generate Report | Snapshot

Client: Bunny, Bugs | M879596UB585100 Clear Client

Additional Information

Ethnicity: 01-Not Hispanic or Latino

Races: 01-White, 02-Black or African American, 03-American Indian or Alaskan Native, 04-Asian, 05-Native Hawaiian or Other Pacific Islander

Selected Races: 98-Unknown

Special Needs: Hearing, Language, Physical, Visual

Selected Special Needs: Developmentally Disabled*

General Client Comments: Bugs has issues with carrots.

Sexual Orientation:

Religious Preference:

English Fluency:

Preferred Language:

Interpreter Needed:

Veteran Status: 01-Yes

Citizenship:

Cancel Save Finish ← →

13. Click on the **right arrow** button to continue entering client information.
14. When you click on the right arrow button, the **Contact Info** screen shows up. Click on the **Add Address** link.

17.11.0

WITS Maine-WITS Training Logout

User: Obrien, Kate | Location: Test Provider Agency, Facility 1 Generate Report | Snapshot

Client: Bunny, Bugs | M879596UB585100 Clear Client

Contact Info

Home Phone #: (515) 306-6028 Preferred Method of Contact:

Work Phone #:

Mobile #:

Other Phone #:

Fax #:

Email Address:

Addresses Add Address

| Actions | Address Type | Address | Confidential | Created | Updated |
|---------|--------------|---------|--------------|---------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

Cancel Save Finish ← →

15. The **Address Information** screen opens. You need to fill in the **Address Type, Address line 1, City, State, and Zip Code**.

17.7.0

WITS Maine-WITS Training Logout

User: Jones, Ashley | Location: ATR4 Coordinator Agency, ATR4 Coordinator Facility | Generate Report | Snapshot

Client: Doe, John | P902188RG881433 Clear Client

Home Page

- Agency
- Client List
- Client Profile
 - Alternate Names
 - Additional Information
 - Contact Info

Address Information

Address Type Confidential No

Address Line 1

Address Line 2

City State MA Zip

Cancel Finish

- When complete, click **Finish**. This takes you back to the **Contact Info** screen where you will see the address populated. You may enter several addresses for a client. If a client has a new address, you can update the **Address Type** of the current address record to **Previous**, then create a new one.
- Click on the **right arrow** button to continue entering client information.
- When you click on the **right arrow** button, the **Collateral Contacts** screen shows up. Click on the **Add Contact** link.
- The bottom half of the screen now becomes editable. You can now fill in information about the collateral contact such as **First Name**, **Last Name**, **Relation**, **Address 1**, **City**, **State**, **Can Contact**, and **Consent on file** of the contact.
- When complete, click **Finish**. The names now show up in the table on top of the screen.

17.11.0

WITS Maine-WITS Training Logout

User: O'Brien, Kate | Location: Test Provider Agency, Facility 1 | Generate Report | Snapshot

Client: Bunny, Bugs | M879596UB585100 Clear Client

Home Page

- State Waitlist
- Agency
- Group List
- Clinical Dashboard
- Client List
 - Client Profile
 - Alternate Names
 - Additional Information
 - Contact Info
 - Collateral Contacts
 - Other Numbers
 - History
 - Allergies
 - Linked Consents
 - Non-Episode Contact
 - Activity List
 - Episode List
 - System Administration
 - My Settings

Collateral Contacts

| Actions | First Name | Last Name | Relation | Phone Numbers | Can Contact? |
|---------|------------|-----------|-----------|---------------|--------------|
| | Dr | Jones | Physician | | Yes |

[Add Contact](#)

First Name Address 1

Last Name Address 2

Relation City State Zip

Gender Email

Date of Birth SSN

Can Contact Consent On File No

Notes

Home Phone

Work Phone

Mobile

Fax

Other

Legal Guardian

Active Date Inactive Date

Created

Last Update

Cancel Finish

Tip: Collateral contacts are used to gather information about other people involved in the client's life in case you need to get in contact with the client (i.e. probation officer, parents etc.)

21. Click on the **right arrow** button to continue entering client information.
22. When you click on the **right arrow** button, the **Other Numbers** screen shows up. Click on the **Add Other Number** link.
23. The bottom half of the screen now becomes editable. You can now fill in information such as **Number Type**, **Number**, **Start Date**, and **Status**.
24. When you click on the **Contact** dropdown box you can see the names of the **saved Collateral Contacts** from the previous screen. If the name of the Collateral contact is not present, you can add a new contact by clicking on the **Add Contact**. This takes you back to the **Collateral Contacts** screen.
25. When complete, click **Finish**. The names now show up in the table on top of the screen.

17.11.0
Maine-WITS Training
User: O'Brien, Kate | Location: Test Provider Agency, Facility 1 | Generate Report | Snapshot
Client: Bunny, Bugs | M879596UB585100 | Clear Client

Home Page
State Waitlist
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Client Profile
Alternate Names
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Linked Consents

Other Numbers

| Actions | Number Type | # | Start | End | Contact Name | Status |
|---------|-------------|---|-------|-----|--------------|--------|
| | | | | | | |

Add Other Number

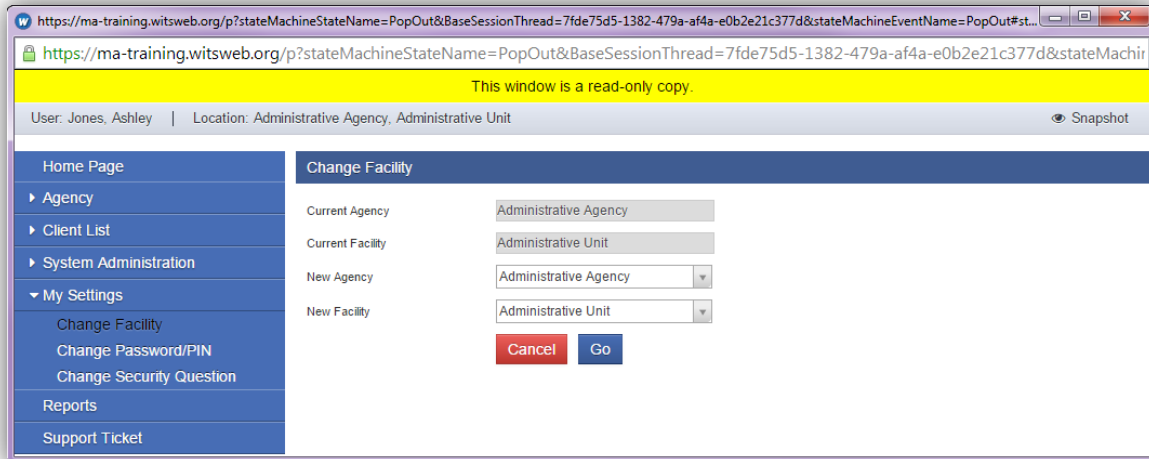
Number Type
Number
Start Date 2/4/2015
End Date
Status Active
Contact
Comments

Cancel Finish

Section 4. Hints

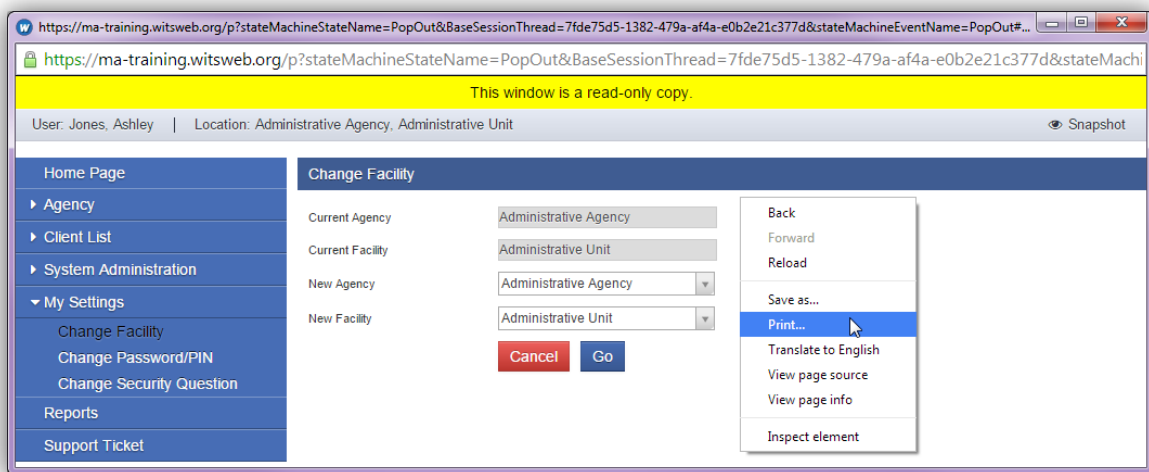
Snapshot feature

The new **Snapshot** feature opens up a separate window containing a read-only copy of your screen. This useful tool allows you to access other screens in WITS while still viewing the information within the Snapshot. Multiple Snapshot windows can be open simultaneously.



Print Function

Use your browser's print function to print your screen. Using your mouse, **right click** on your screen to open a list of options, then click **Print**.



In the print preview, notice the system saves ink by only printing the main section of the screen.

